

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

**OFFICE TECHNICIAN (Typing)  
DEPARTMENTAL PROMOTIONAL  
SPOT EXAM FOR SACRAMENTO**

10FQ02

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE: MARCH 18, 2010**

DEPARTMENTAL PROMOTIONAL FOR THE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES, SPOT EXAM FOR SACRAMENTO.

**WHO SHOULD APPLY:** Applicants who meet the minimum qualifications as stated below. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**HOW TO APPLY:** Properly completed applications (Form 678) must be **RECEIVED** no later than close of business, 5:00 p.m., on the final filing date, March 18, 2010. Applications **RECEIVED** after close of business on the final filing date will not be accepted for any reason. **APPLICATIONS/RESUMES THAT ARE FAXED OR EMAILED WILL NOT BE ACCEPTED.**

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and **MUST** be filed in person or by mail with:

State Council on Developmental Disabilities  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811  
**Attention: Exam Unit**

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS LISTED ABOVE. DO NOT**

**SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR AREA BOARDS.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the Application for Examination. You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**COMPETITION LIMITED TO STATE EMPLOYEES:** Applicants must have a permanent civil service appointment with the State Council on Developmental Disabilities as of the final filing date in order to participate in the examination.

**SALARY RANGE:** \$2686.00 - \$3264 per month.

**ELIGIBLE LIST INFORMATION:** A departmental promotional, spot for Sacramento eligible list will be established for the State Council on Developmental Disabilities. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

SEE REVERSE FOR ADDITIONAL INFORMATION

**NOTE:** All applicants must meet the education and/or experience for this examination by March 18, 2010, the final filing date.

*Your signature on your application indicates that you have read and understand the minimum qualifications, and possess the basic qualifications.*

All pertinent information needed to determine that the applicant meets the minimum qualifications must be shown on the application; otherwise, the application will be rejected because of incomplete information. All applications/resumes must include: "to" and "from" dates (month/date/year); time base; and civil service class titles, if applicable.

**RESUMES WILL NOT BE ACCEPTED IN LIEU OF PROPERLY COMPLETED APPLICATIONS.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I or II, or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Experience in California state service applied toward "Pattern II" must include the same level of qualifying experience as required in "Pattern I".

#### **Either I**

**Experience:** One year of experience in the California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

#### **Or II**

##### **Experience:**

Two years of experience in typing and clerical work. (Academic education above the 12<sup>th</sup> grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience. Students who are enrolled in the last semester of its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

##### **SPECIAL REQUIREMENT:**

Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

##### **SPECIAL CHARACTERISTICS:**

A demonstrated interest in assuming increasing responsibility.

##### **ADDITIONAL CHARACTERISTICS:**

##### **DESIREABLE**

Education equivalent to completion of the 12<sup>th</sup> grade.

##### **THE POSITION:**

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g.; positions such as secretaries to major division chiefs and one-person office assignments

comprised of a wide-variety of responsibilities.) Good judgment and the ability to communicate effectively is of primary importance at this level. Typically the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

A position may exist in Sacramento with the State Council on Developmental Disabilities.

#### **EXAMINATION INFORMATION:**

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year

limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**VETERANS' PREFERENCE AND CAREER CREDITS ARE NOT GRANTED IN PROMOTIONAL EXAMINATIONS.**

#### **GENERAL INFORMATION**

It is the **CANDIDATE'S RESPONSIBILITY** to contact the State Council on Developmental Disabilities (SCDD) Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the **CANDIDATE'S RESPONSIBILITY** to contact SCDD' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board (SPB) offices, offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**SPB** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.